

LAW CLERK

The City of Boston Law Department is located at City Hall in downtown Boston. The Law Department represents the City of Boston and its employees in state and federal court. The Law Department offers unpaid law clerk positions during the academic and non-academic year. Law students who are considered for positions at the Law Department must have completed their first year of coursework. The Law Department is an equal opportunity employer. Minority students are encouraged to apply.

Law clerks are exposed to two areas of the Law Department – litigation services and government services. Litigation assignments touch upon every aspect of civil defense litigation including research, drafting pleadings, investigating claims, discovery requests/responses, attending hearings, depositions, mediations, and more. Typical lawsuits range from c. 84 (pot holes) and c. 258 claims (Mass. Tort Claims Act), to civil rights violations, discrimination, and class action suits. Government services assignments are more in line with providing in-house counseling to all City employees and departments on any legal matters that may arise, with exposure to contracts, construction, property and zoning litigation. You will have the opportunity to look into zoning matters, affirmative recovery, housing issues, and City ordinances in a variety of research and litigation-related formats. Summer law clerks are hired for full-time positions and are required to work a minimum/maximum of 35 hours/week.

The Summer 2013 internship will run from late May until mid-August. Applications for Summer 2013 will be accepted from **January 21, 2013 through the close of business on March 1, 2013**. Admission is on a rolling basis and positions remain open until filled. To be considered for a position, please send your résumé, cover letter, writing sample, and current school-issued transcript to the address below. Incomplete applications **will not** be considered, nor will student-generated transcripts. For information as to current availability, please contact:

Linda Williams
City of Boston Law Department
Room 615, City Hall
Boston, MA 02201
Tel: (617) 635-4058
Fax: (617) 635-3199
Linda.Williams@cityofboston.gov